

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 15

The attached Travel Transmittal Number 15 has been posted on the NOAA Travel Office (NTO) web page at <http://www.ofa.noaa.gov/~finance/travel1.htm>. Please visit our web page to view the NOAA travel regulations or to update your NOAA Travel Handbook (NTH). Travel Transmittal 15 provides updated information on travel delegations, specifically group travel and travel of an immediate family member to attend award ceremonies. This transmittal also updates some visa requirements. Note that some changes in Chapter 301-2 only reflect citation reference changes.

Please contact Rachael Wivell or Pat Oliver in the NOAA Travel Office (NTO) on (301) 444-2136 or (301) 444-2155 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 15

1. Filing Instructions for the NOAA Travel Handbook (NTH).
Replacement pages for your NTH are attached as follows:

Remove

Pages 301-2-1 through 301-2-3
dated March 1, 2003

Page 301-2-9
dated March 1, 2003

Pages 301-2-13 through 301-2-15
dated March 1, 2003

Pages 301-2-18 through 301-2-22
dated March 1, 2003

Pages 301-2-23 through 301-2-25
dated January 1, 2002

Insert

Pages 301-2-1 through 301-2-3
dated December 1, 2003

Page 301-2-9
dated December 1, 2003

Pages 301-2-13 through 301-2-15
dated December 1, 2003

Pages 301-2-18 through 301-2-22
dated December 1, 2003

Pages 301-23 through 301-2-24
dated December 1, 2003

1. Filing Instructions for the NOAA Travel Handbook (NTH) continued.

Replacement pages for your NTH are attached as follows:

Pages 301-51-4 through 301-51-5
dated April 1, 2002

Pages 301-51-4 through 301-51-5
dated December 1, 2003

Pages 301-51-6 through 301-51-10
dated June 1, 2003

Pages 301-51-6 through 301-51-9
dated December 1, 2003

Page 306-7-9
dated March 1, 2003

Page 306-7-9
dated December 1, 2003

Page 306-7-13
dated January 1, 2002

Page 306-7-13
dated December 1, 2003

Pages 306-7-21 through 306-7-27
dated February 1, 2003

Pages 306-7-21 through 306-7-26
dated December 1, 2003

2. Explanation of Changes. The attached pages provide updated information on travel delegations, specifically group travel and travel of an immediate family member to attend award ceremonies. This transmittal updates some visa requirements. Note that some changes in Chapter 301-2 only reflect citation reference changes.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-5307
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office-- (301) 444-2136 or 444-2155

Attachments

Attachment

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

Page Transmittal

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CHAPTER 301

Part 301-1

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CHAPTER 301 (continued)

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Part 301-11

(this part should follow Federal pg 52-5)

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

301-51.1 thru 301-51.7

Part 301-52

301-52.17 thru 301-52.23

Part 301-54

301-54.1

Part 301-70

301-70.700 thru 301-70.707

Part 301-71

301-71.204 thru 301-71.213

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 302

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 305 and 306

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Part 306-2

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PART 301-2--GENERAL RULES

Sec.	
301-2.1(a)	What form do I use to authorize travel?
301-2.1(b)	What is the difference between an authorizing official and an approving official as it relates to travel?
301-2.1(c)	Who has the authority to authorize travel authorizations?
301-2.1(d)	When must I have a travel authorization?
301-2.1(e)	Where do I show leave on the travel authorization?
301-2.1(f)	Can one travel authorization cover a group of individuals?
301-2.1(g)	Are there any other exceptions to list more than one individual on a travel authorization?
301-2.1(h)	How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?
301-2.1(i)	What should I do if I incur expenses that are not authorized on the travel authorization?
301-2.1(j)	What is a blanket (limited open) travel authorization?
301-2.1(k)	Can blanket travel authorizations be used for foreign travel?
301-2.1(l)	Once my blanket travel authorization is authorized, do I need to have any other approval?
301-2.1(m)	Can actual expenses be authorized on my blanket travel authorization?
301-2.1(n)	What form do I use to claim travel expenses?
301-2.1(o)	Who has the authority to approve travel vouchers?

NOAA TRAVEL DELEGATIONS

301-2.5	Who has the authority to authorize most types of travel, including: 1) premium class accommodations , 2) actual expense travel , 3) foreign travel , 4) acceptance of payment from a non-Federal source , 5) domestic/non-foreign travel , 6) permanent change of station (PCS) travel , 7) blanket travel , 8) invitational travel , and 9) travel of an immediate family member to attend award ceremonies ?
301-2.5(a)	Who has the authority to authorize premium-class accommodations for both foreign and domestic/non-foreign travel?
301-2.5(a)(i)	What form authorizes premium-class accommodations?
301-2.5(b)	Who has the authority to authorize the use of foreign air carriers ?
301-2.5(b)(i)	Is there a standard statement I can use to authorize foreign air carriers?
301-2.5(c)	Who has the authority to approve commercial aviation services (CAS) ?

301-2.5(d)	Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?
301-2.5(d)(i)	What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?
301-2.5(e)	Who has the authority to authorize the use of extra-fare train service for both foreign and domestic/non-foreign travel?
301-2.5(f)	Who has the authority to authorize travel by ship?
301-2.5(g)	Who has the authority to authorize a rental car?
301-2.5(h)	Who has the authority to authorize payment of a reduced per diem rate?
301-2.5(i)	Who has the authority to authorize actual expenses for domestic/non-foreign travel?
301-2.5(j)	Who has the authority to authorize travel expenses related to emergency travel?
301-2.5(k)	Who has the authority to authorize transportation expenses related to threatened law enforcement/investigative employees and members of their family?
301-2.5(l)	Who has the authority to authorize foreign travel?
301-2.5(m)	Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$25,000?
301-2.5(m)(i)	Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?
301-2.5(m)(ii)	Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)
301-2.5(m)(iii)	What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?
301-2.5(n)	Who has the authority to authorize individual travel authorizations related to attendance at a conference?
301-2.5(o)	Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?
301-2.5(p)	Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?
301-2.5(q)	Who has the authority to authorize domestic/non-foreign blanket travel?
301-2.5(r)	Who has the authority to authorize domestic/non-foreign invitational travel?
301-2.5(s)	Who has the authority to approve group travel?

- 301-2.5(t) Who has the authority to approve **long-term apartment leases for lodging of multiple travelers on temporary duty?**
- 301-2.5(t)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?
- 301-2.5(t)(ii) What information must be maintained once a long-term apartment lease is completed?
- 301-2.5(u) Who has the authority to authorize **per diem within the vicinity of one’s official duty station or residence?**
- 301-2.5(v) Who has the authority to approve the **issuance of a travel advance to a NOAA employee?**
- 301-2.5(w) Who has the authority to **change policy and/or add travel delegations to the NOAA Travel Regulations?**
- 301-2.5(x) Who has the authority to request **exemptions from the mandatory use of the Citibank Government travel card?**
- 301-2.5(y) Who has the authority to authorize a **conference lodging allowance for a Government sponsored conference?**
- 301-2.5(z) Who has the authority to authorize a **conference lodging allowance for a non-Government sponsored conference?**
- 301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

NOAA TRAVEL Authorization NUMBER STRUCTURE

- 301-2.7 Who assigns travel authorization numbers?
- 301-2.8 What accounting codes are required on travel authorizations and trip authorizations?
- 301-2.9 What is the format for assigning a travel authorization number?
- 301-2.10 What types of travel should be entered in the fifth position of the travel authorization number?
- 301-2.11 How is a domestic/non-foreign single travel authorization number assigned?
- 301-2.12 How is a foreign single travel authorization number assigned?
- 301-2.13 How is a domestic/non-foreign blanket travel authorization number assigned?
- 301-2.14 How is a foreign blanket travel authorization number assigned?
- 301-2.15 Are blanket travel authorizations used for obligating travel funds?
- 301-2.16 How is a trip authorization number assigned?
- 301-2.17 How is a domestic/non-foreign PCS travel authorization number assigned?
- 301-2.18 How is a foreign PCS travel authorization number assigned?

301-2.5 Who has the authority to authorize most types of travel, including:
1) premium class accommodations, 2) actual expense travel, 3) foreign travel, 4) acceptance of payment from a non-Federal source, 5) domestic/non-foreign travel, 6) permanent change of station (PCS) travel, 7) blanket travel, 8) invitational travel, and 9) travel of an immediate family member to attend award ceremonies?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize the types of travel listed above:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Aircraft Operations and Marine Operations Centers
Deputy Chief Financial Officer
Deputy Chief Administrative Officer
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological Services and Supporting Research
Deputy Directors, Staff Offices

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(m)

301-2.5(j) Who has the authority to authorize travel expenses related to emergency travel?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-30.

301-2.5(k) Who has the authority to authorize transportation expenses related to threatened law enforcement/investigative employees and members of their family?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-31.

301-2.5(l) Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

CFO/CAO, NWS

Director of the Office of Strategic Planning and Policy, NWS

CIO, NWS

Directors, Financial Management Centers, NWS

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Director, Strategic Planning Office, Program Planning and Integration (PPI)

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.

- Foreign travel for the Director, Aircraft Operations Center, will be authorized by the Director, Office of Marine and Aviation Operations.

- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

301-2.5(m) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$25,000?

Directors, Financial Management Centers
See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.

301-2.5(m)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?

Secretary of Commerce

301-2.5(m)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(m)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NTR, Chapter 300-4 for blank forms.

301-2.5(n) Who has the authority to authorize individual travel authorizations related to attendance at a conference?

The authorizing official who authorized the travel authorization.

301-2.5(o) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps

301-2.5(p) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to authorize domestic/non-foreign and PCS travel. For more information on this listing, call your Line or Staff Office.

(All requests for domestic travel will be authorized and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NTR, Chapter 301. All requests for permanent change of station travel will be authorized and processed in accordance with FTR, Chapter 302, DOC Travel Handbook, Chapter 302, and NTR, Chapter 302.)

301-2.5(s) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.

See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(t) Who has the authority to approve long-term apartment leases for lodging of multiple travelers on temporary duty?

Memoranda of request for long-term apartment leases for lodging of multiple travelers on temporary duty must be submitted to and pre-approved by the Chief, Financial Systems and Policy Division, Finance Office.

301-2.5(t)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?

- Lease period,
- Expected frequency of use,
- Cost/savings analysis justification, and
- Expected savings for lease period.

301-2.5(t)(ii) What information must be maintained once a long-term apartment lease is completed?

- The occupying traveler's name,
- Dates of occupancy, and
- Copies of travel authorizations.

These records must be submitted to the NOAA Travel Office with requests for lease renewals.

301-2.5(u) Who has the authority to authorize per diem within the vicinity of one's official duty station or residence?

The authorizing official who authorized the travel authorization.

*See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii) for circumstances in which an approving official **may** authorize per diem within the vicinity of one's official duty station or residence.*

301-2.5(v) Who has the authority to approve the issuance of a travel advance to a NOAA employee?

Memoranda of request for the issuance of travel advances to NOAA employees must be submitted to and approved by the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division of your servicing finance office.

See NTR, Chapter 301-51 for regulations regarding the issuance of travel advances to NOAA employees, and NTR, Chapter 300-4(n) for a blank Form CD-369.

301-2.5(w) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(x) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Staff Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO/CAO. The NOAA CFO/CAO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(y) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.5(z) Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who authorized the travel authorization.
See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

301-2.7 Who authorizes foreign and domestic travel for Assistant Administrators (AAs), Deputy Assistant Administrators (DAA’s), and Staff Office Directors?

For political employees, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors. For career employees, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors.

NOAA TRAVEL Authorization NUMBER STRUCTURE

301-2.8 Who assigns travel authorization numbers?

Each Line and Staff office is responsible for assigning all travel authorization numbers.

301-2.9 What accounting codes are required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes: [Http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html](http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html) For non-users, NOAA object classification codes will be shown in block 11 of the travel authorization. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

301-2.10 What is the format for assigning a travel authorization number?

The general format for structuring travel authorization numbers follows:

Travel authorization numbers must be nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique.

Last Digit of Fiscal Year	Organization Code or Foreign Code	Type of Travel	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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301-2.11 What types of travel should be entered in the fifth position of the travel authorization number?

S - domestic/non-foreign single travel authorization

F - foreign single travel authorization

B - domestic/non-foreign blanket travel authorization

K - foreign blanket travel authorization

P - domestic/non-foreign permanent change of station (PCS) travel authorization

R - foreign PCS travel authorization

301-2.12 How is a domestic/non-foreign single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“S”-Domestic Single	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXS0001 - domestic/non-foreign single travel authorization number

301-2.13 How is a foreign single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“F”-Foreign Single	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXF0001 - foreign single travel authorization number

301-2.14 How is a domestic/non-foreign blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“B”-Domestic Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXB0050 - domestic/non-foreign blanket travel authorization number

301-2.15 How is a foreign blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“K”-Foreign Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXK0050 - foreign blanket travel authorization number

301-2.16 Are blanket travel authorizations used for obligating travel funds?

No, blanket travel authorizations are not used for obligating travel funds.
Individual trip authorizations are used for obligating travel funds.

301-2.17 How is a trip authorization number assigned?

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9).

For example: If the blanket domestic/non-foreign travel authorization number is YXXXB0050;
the trip authorization numbers will be YXXXB0051 through YXXXB0099

301-2.18 How is a domestic/non-foreign PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“P”-Domestic PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXP0001 - domestic/non-foreign PCS travel authorization number

301-2.19 How is a foreign PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“R”-Foreign PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXR0001 - foreign PCS travel authorization number

(c) Convenience checks are advances which can be used to pay for official travel expenses for:

- International invitational travelers (IIT) who are foreign citizens traveling on behalf of NOAA and who do not possess a U.S. bank account. IITs may use convenience checks to purchase lodging and any miscellaneous expense deemed necessary.

301-51.8 How does the NOAA office obtain travel advances?

The NOAA office can obtain travel advances one of the following ways:

(a) **Travel Advance:** The NOAA office will submit a travel advance form and a travel authorization to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 - 3 days (notify your servicing finance office for direct deposit set-up); or

(b) **Convenience Check:** The office inviting the IIT will submit a travel advance form and a travel authorization to an imprest fund cashier who can issue a convenience check. Contact your servicing finance office for the location of an imprest fund cashier who can issue convenience checks. The imprest fund cashier will sign the Travel Advance (to indicate payment), to note that the advance was paid by convenience check, attach it to the Travel Authorization and forward both documents to the servicing finance office.

301-51.9 Who do I contact to apply for a Citibank Government travel card?

(a) All Line and Staff Offices, other than NMFS and NWS, will call (301) 444-2126 for applications, and (301) 444-2158 for all other requests, such as maintenance, and increases. For delinquencies, call (301) 444-2135. The NOAA Travel Office fax number is (301) 413-3066; and
(b) NMFS employees will call (301) 713-1364 x148, fax (301) 713-1441; and
(c) NWS employees will call (301) 713-1698 x167, fax (301) 713-0347.

**Policy and Procedures for the Use of the
Contractor-issued Government Travel Charge Card**

B. RESPONSIBILITIES

2(a). Directors, Financial Management Centers (FMC(s)) or their designee(s).

(1) Complete on-line cardholder training so that there is a basic understanding of the travel card program. This on-line training provides information on traveling for the Government and reviews how to use the travel card. Please visit our website for the on-line training:
<http://www.rdc.noaa.gov/~finance/Citibank.htm>

(2) Ensure that all employees in your FMC who perform five or more official trips a year are issued the card, unless an exemption has been granted.

(3) Contact cardholders to provide acknowledgment statements when requested by the Agency Organization Program Coordinator (AOPC). An acknowledgment statement is a certification that the employee has read all applicable travel card regulations and will comply with all travel card policies. The acknowledgment statement must be submitted with the travel card application. Please visit our website to view a copy of the acknowledgment statement:
<http://www.rdc.noaa.gov/~finance/citiacknowl.PDF>

(4) Advise employees to submit requests for reinstatement of canceled accounts to the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Staff Office Director, which will be submitted to Citibank for approval. Cards are rarely reinstated when canceled by Citibank.

(5) Review each of the following monthly Total Business Reporting (TBR) reports issued by Citibank through the Citibank Electronic Reporting System (CERS):

TBR 00100, Report Manifest - Listing of all reports available.

TBR 00210 (cycle), Account Listing - An Alphabetical listing of cardholders within your respective FMC

TBR 00230-01 (monthly), Forecast of Reissue - Travel cards that are scheduled to be reissued. Note: travel cards are automatically reissued every two years.

TBR 00230-02 (monthly), Forecast of Non-Reissue - Travel cards that will not be reissued for various reasons, such as delinquency, terminated employees, travel card returned, etc.

TBR 00320 (cycle), Account Cash Advance - Listing of cash advances.

TBR 00360 (cycle), Account Suspension and Cancellation

TBR 00361 (cycle), Account Presuspension and Cancellation

TBR 00370 (cycle), Declined Authorization Report - Listing of purchases which have been declined. Travel cards may be declined for many reasons. The most commonly used codes follow:

0006 *lost card; pending transfer* - Cardholder reported the card lost, and then found the card and tried to use it, but the account was closed.

0031 *account coded (credit rating)* - card is either suspended or closed.

0111 *invalid PIN* - invalid pin entered.

0112 *exceeds ATM daily limit* - exceeds the daily amount authorized.

0125 *invalid card verification value* - the 3 digit number on the back of the card is invalid.

0134 *CRV status* - Cardholder never activated card.

0207 *invalid expiration date* - merchant entered incorrect expiration date

0048 *not enough money* - went over their authorized credit limit.

0818 *exceeded account MCCG velocity menu* - exceeds the weekly amount authorized.

0823 *MCCG include, no match* - Merchant Category Code not allowed.

TBR 00401 (cycle), Detailed Account Cycle Report - Listing of purchases and cash advances.

(6) Review **TBR 00210** and ensure that appropriate individual credit limits are established commensurate with the line office mission. Credit limits should be lowered, and rarely raised, on a case-by-case basis through your servicing AOPC. An e-mail from the employee's approving official must be sent to the servicing AOPC when credit limits are temporarily raised. The e-mail request must contain the employee's name, dates of travel and total amount needed. In emergency circumstances, credit limits can be increased by a request from an employee with a follow-up e-mail from the approving official.

(7) Review **TBR 00210** to decide which cards will be canceled. Cards that will rarely be used within a five year period should be deactivated by lowering the credit limit to \$1 (see #6 above). Deactivated cards are held in a temporary suspension until they are needed. Contact your servicing AOPC to reactivate travel cards. Cards that will not be used within a 5 year period should be canceled through your servicing AOPC via e-mail request.

(8) Review **TBR 00230-01** and **TBR 00230-02** to verify which cardholders should be reissued travel cards and which cardholders should not. **TBR 00230-02** will show cards that will not be reissued for various reasons. The code "T2 Return Mail" generally means that cardholder statements have been returned to Citibank due to a change of address. FMCs should inform travelers who appear on this report with a "T2 Return Mail" code to contact Citibank and either cancel their account or provide a new address. Citibank's customer service number is 1-800-790-7206.

(9) Review **TBR 00360** and **TBR 00361** and ensure that the employee's supervisor takes appropriate administrative disciplinary action when travel card accounts become delinquent, i.e., the account is past due 60 days or more. Currently, the servicing AOPC sends e-mail notifications to employees who appear on these reports, and their supervisors. The NOAA Travel Office prepares a monthly report of delinquencies which is sent to each Line Office CFO/Management and Budget Chief, or Staff Office Director for review. FMCs should maintain a record of any disciplinary actions taken, as well as the employee's response.

(10) Assist cardholders whose travel vouchers have not been authorized by approving officials in a timely fashion so that cardholders can make timely payments to Citibank. Travel vouchers must be submitted to the servicing finance office for payment within 5 working days after completion of travel, or every 30 days if in a continual travel status.

(11) Review **TBR 00320**, **TBR 00370**, and **TBR 00401** and ensure that employees are not misusing their travel card. Misuse is defined as using the travel card for personal use, e.g., using the travel card while not on official business and/or using the travel card to purchase personal items. Notify the employee's supervisor of any questionable or inappropriate charges. At the discretion of the FMC or the supervisor, the card may be revoked for misuse. See "Travel Card Misconduct and Corrective Measures at the following web-site:
<http://www.rdc.noaa.gov/~finance/citimisconduct.pdf>.

(12) Prepare and submit to the servicing AOPC quarterly reports of disciplinary actions taken for cardholders whose accounts are delinquent or have been misused. The AOPC will review the FMCs' reports of disciplinary actions to ensure appropriate disciplinary actions were taken consistently for all NOAA FMCs. If appropriate disciplinary action is not taken, the reports will be forwarded to the Line Office CFO/Management and Budget Chief, or Staff Office Director for review. Negative reports are required.

Quarterly reports will be submitted in the following format:

FMC Information: FMC Contact Name, FMC Office Title, FMC Code, and Phone Number.

Traveler Information: Traveler's Name, Type of Misuse, and Disciplinary Action Taken.

Quarterly reports are due by COB January 15, April 15, July 15, and October 15 of each year and will be submitted to the appropriate AOPC. See #13 below. Reports must be retained for a one-year period before they are destroyed.

NOAA TRAVEL REGULATION
Chapter 301-Travel Allowances

Exhibit 301-51A

(13) Call your servicing AOPC if further interpretation of reports and/or further guidance is needed:

(i) All Line and Staff Offices, other than NMFS and NWS, will call (301) 444-2158,
20020 Century Blvd, Suite 1C, Germantown, MD 20874
Fax (301) 413-3066

(ii) NMFS employees will call (301) 713-1364 x148
Office of Management and Budget
1315 East West Highway, Room 1441 Silver Spring, MD 20910
Fax (301) 713-1441

(iii) NWS employees will call (301) 713-1698 x167
NWS W/CFO3 1325 East West Highway, Room 18366 Silver Spring, MD 20910
Fax (301) 713-0347

(14) Review the following:

Federal Travel Regulation Chapter 301-51: <http://www.gsa.gov/>
Click on "Travel on Government Business", "Federal Travel Regulation (FTR)", "FTR Table of Contents", "Chapter 301", and "301-51".

Department of Commerce (DOC) Travel Regulation 301-51:
<http://www.rdc.noaa.gov/~finance/doc-51.PDF>

NOAA Travel Regulation, Chapter 301-51:
<http://www.rdc.noaa.gov/~finance/301-51.PDF>

DOC Travel Regulation, Chapter 301-10:
<http://www.osec.doc.gov/oebam/travelcharge.htm>

Department Administrative Order (DAO) 202-751
<http://www.osec.doc.gov/bmi/daos/202-751.htm>

In addition, please call the help desk - 800-790-7206; option 2, option 2, option 3, when you are experiencing any problems with CERS, or need to reset your password. Please visit the Citibank website:

<http://www.rdc.noaa.gov/~finance/Citibank.htm>

Citibank ATM Locator
Citibank Customer Service Number/Speedpay
Citibank Travel Card Acknowledgement Statement
Citibank Travel Card Application
Citibank Travel Card Delinquency Timeline
Citibank Travel Card Do's and Don'ts
Citibank Travel Card Instructions
Citibank Travel Card Maintenance Form
Citibank Travel Card On-Line Training
Citibank Travel Card Regulations
Citibank Travel Card Reinstatement Procedures
Citibank Travel Cardholder Agreement
Citibank Web-Site
CitiDirect (Access for cardholders to view travel card statements on-line)
Travel Card Misconduct and Corrective Measures

CERS Tips

- CERS will hold reports for 13 months.
- User Ids and/or Passwords should not be shared with other employees.
- Reports are sent electronically either “cycle” (21st of every month) or “monthly” (end of the month).
- Internet explorer is the preferred browser over Netscape for accessing reports.
- Use the “Folders” icon instead of the “back” icon to return to the previous page.
- New reports are sent via e-mail and only current reports can be viewed from the e-mail internet site. To access all reports available, login to CERS via the internet site.
- Inability to access a report may indicate that there is no activity.
- Reports without detail may indicate that there is no activity.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	1 VISA APPLICATION, 1 PHOTO Copy of round trip airline tickets or itinerary.
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>AMERICAN SAMOA</u>	NO VISA REQUIRED IF YOU TRAVEL TO AMERICAN SAMOA WITHOUT AN OFFICIAL PASSPORT, YOU WILL NEED TO GET SPECIAL PERMISSION TO ENTER THE COUNTRY FROM THE ATTORNEY GENERAL OF AMERICA SAMOA, AND IN ORDER TO LEAVE THE COUNTRY YOU NEED TO GET SPECIAL PERMISSION FROM THE IMMIGRATION AND NATURALIZATION SERVICES.
<u>ANDORRA</u>	SEE SPAIN
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA & BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the Applicable travel management center (TMC). In cases where Electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>CUBA</u>	1 VISA APPLICATION (Must be typed), 2 PHOTOS. AN OUTGOING AND INCOMING COUNTRY CLEARANCE CABLE MUST BE COMPLETED BEFORE SENDING FOR VISA. Allow 2 months lead time. NO VISA FOR GUANTANAMO BAY
<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CURACAO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED UNDER 3 WEEKS
<u>DOMINICAN REP.</u>	VISA REQUIRED (No visa when traveling via military plane)
<u>DUBAI</u>	SEE UNITED ARAB EMIRATES
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>ENGLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>QATAR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>REUNION ISLAND</u>	SEE FRANCE
<u>ROMANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>RUSSIA</u>	<p>1 VISA APPLICATION, 1 SIGNED PASSPORT TYPE PHOTO, 1 APPLICATION FORM 95 REQUIRED FOR U.S. MALE VISITORS AGED 16 TO 45 YEARS, OFFICIAL INVITATION FROM AN ORGANIZATION AUTHORIZED TO INVITE BUSINESS/OFFICIAL VISITORS TO RUSSIA. TO ARRANGE AN INVITATION, USUALLY SENT TO YOU BY FAX, YOUR SPONSOR WILL REQUIRE:</p> <p>YOUR FULL NAME, NATIONALITY, PASSPORT NUMBER, DATE OF ARRIVAL/DEPARTURE IN RUSSIA, AND THE CITIES YOU WILL VISIT.</p> <p>THE INVITATION TO RUSSIA MUST BE FROM THE RUSSIAN FOREIGN MINISTRY. THE LETTER MUST CONTAIN: OFFICIAL SEAL AND LEGAL ADDRESS OF THE AGENCY, SIGNATURE AND NAME OF OFFICIAL AUTHORIZED TO INVITE FOREIGNERS TO RUSSIA. THE EMBASSY RESERVES THE RIGHT TO REQUEST THE ORIGINAL INVITATION.</p> <p>OBTAINING THE LETTER OF INVITATION PROCESS TAKES AT LEAST 3 – 4 MONTHS.</p> <p>RUSSIAN VISAS NOW NEED TO BE PROCESSED THROUGH STATE DEPARTMENT DIPLOMATIC SECTION. PAPER WORK WILL BE EXAMINED BY THEM AND THEY WILL COURIER IT TO THE RUSSIAN EMBASSY. STATE DEPARTMENT WILL NOT ACCEPT A FEE FOR THE VISAS. OBTAINING THE VISA TAKES 2-3 WEEKS AT THE EMBASSY.</p> <p>LEAD TIME FOR RUSSIAN VISAS MUST BE 4-5 MONTHS.</p>

<u>RWANDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS & NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT & THE GRENADINES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAMOA (WESTERN)</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAOTOME & PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO (Will need new passport if current passport contains Israeli visa)
<u>SCOTLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SERBIA & MONTENEGRO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)

NOAA TRAVEL REGULATION VISA REQUIREMENTS FOR OFFICIAL TRAVEL
Chapter 306-Foreign Travel **306-7.3**

<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa. Only if Schengen States visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS Flight itinerary
<u>SUDAN</u>	VISA IS REQUIRED, BUT NOT ISSUED STATESIDE
<u>SUMATRA</u>	SEE INDONESIA
<u>SURINAME</u>	1 VISA APPLICATION
<u>SWAZILAND</u>	NO VISA REQUIRED UNDER 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE

<u>TAIWAN</u>	MUST TRAVEL ON PERSONAL PASSPORT. TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.
<u>TAJIKISTAN</u>	2 VISA APPLICATIONS, 2 PHOTOS. (Approval from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	SEE INDONESIA
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>TOKELEU</u>	SEE NEW ZEALAND
<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION
<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS & CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH

<u>TUVALU ISLAND</u>	AMERICANS ARE ENCOURAGED TO REGISTER WITH THE U.S. EMBASSY IN SUVA, FIJI.
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>UKRAINE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS Travel documents should not show of prior or intended travel to Israel.
<u>UNITED KINGDOM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who Must obtain the approval letter in advance from the Immigration Department on the traveler's behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS BRITISH</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE
<u>WESTERN SAMOA</u>	NO VISA REQUIRED UNDER 1 MONTH

WEST INDIES (BRITISH) NO VISA REQUIRED

WEST INDIES (FRENCH) SEE FRANCE

YEMEN ARAB REP. 1 VISA APPLICATION, 2 PHOTOS
Copy of itinerary

YUGOSLAVIA 1 VISA APPLICATION
(Serbia & Montenegro)

YUGOSLAVIA NO VISA UNDER 3 MONTHS
(Former Yugoslav
Republic of Magedonia)

ZAIRE SEE CONGO

ZAMBIA 2 VISA APPLICATIONS, 2 PHOTOS
(YELLOW FEVER AND CHOLERA)

ZANZIBAR SEE TANZANIA

ZIMBABWE 2 VISA APPLICATIONS, 2 PHOTOS
Specify single entry or double entries required.